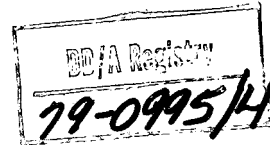


SECRET



18 MAY 1979

DD/A Registry
File *Communication*


MEMORANDUM FOR: Deputy Director for National Foreign
Assessment

FROM : Clifford D. May, Jr.
Acting Deputy Director for Administration

SUBJECT : Handwritten Corrections on Headquarters
Originated Cables and Telepouches


1. The results of the April survey on handwritten corrections to cables and telepouches are attached. They are most heartening! Corrections in your Directorate were reduced from 71.5% in the January survey to 54.9% in the April survey. Headquarters Signal Center also noted an improvement in traffic processing time; consequently we have all benefited.

2. There is still room for improvement and I know that I have your support in reducing handwritten corrections even further. Another survey will be conducted in June and hopefully, the downward trend will continue.


Clifford D. May, Jr.

Attachment:
As stated

ORIGINATOR:


Director of Communications

Distribution:

Orig. - Addressee w/att
(2) - DDA w/att Chrono, Subject
1 - Return to D/CO w/att

**AUTOMATICALLY UNCLASSIFIED WHEN
SEPARATED FROM ATTACHMENT.**

SECRET

SECRETDIRECTORATE NFAC

DIVISION or STAFF	MESSAGES/ TELEPOUCHES PROCESSED	MESSAGES/TELEPOUCHES WITH HANDWRITTEN CORRECTIONS	JANUARY PERCENTAGE	TEXTUAL CORRECTIONS	ORIGINATION/ DISSEMINATION CORRECTIONS	TEXTUAL AND ORIG/DISSEM CORRECTIONS
CS	63	53 or 84.1%	81.7%	5 or 7.9%	24 or 38.1%	24 or 38.1%
OWI	37	14 or 37.8%	94.6%	1 or 2.7%	12 or 32.4%	1 or 2.7%
OCO	32	8 or 25.0%	41.4%	2 or 6.2%	4 or 12.6%	2 or 6.2%
RES	11	4 or 36.4%	.0%	0	1 or 9.1%	3 or 27.3%
NFAC	5	3 or 60.0%	25.0%	2 or 40.0%	1 or 20.0%	0
OSI	<u>3</u>	<u>1 or 33.3%</u>	<u>.0%</u>	<u>1 or 33.3%</u>	<u>0</u>	<u>0</u>
TOTALS:	151	83 or 54.9%	71.5%	11 or 7.3%	42 or 27.7%	30 or 19.9%

SECRET

ATTACHMENT